

FIRE COMMUNICATIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible and skilled work in performing fire communications duties and assisting in and monitoring the work activities of lower level employees. Work involves assigning work tasks and providing training and guidance to lower level employees, performing administrative and maintenance tasks, receiving and dispatching calls for fire protection and rescue services, testing equipment and preparing shift reports as directed. In addition to the more responsible duties of this class, the employee also performs the duties of the lower class but at a higher skill level and with a greater degree of discretion and independent judgement. This class differs from the lower class because of the greater responsibilities which may include some supervisory responsibilities during the absence of the divisional chief. Work is supervised and evaluated by the Fire Communications Chief through observation, inspections, discussions, and reports.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, by telephone or radio, calls for service; monitors alarm systems; dispatches equipment in keeping with established policies and procedures of the department; receives and responds to calls for additional equipment or supplemental emergency services.

Assists in training and instructing less experienced personnel.

Tests equipment to assure proper functioning; makes minor adjustments; calls for repairs and maintenance services as required.

Maintains records of calls received and dispatched; maintains records of responses and times associated therewith; maintains and updates running cards for dispatching purposes; maintains records of incidents; maintains and updates maps for the city and parish.

Serves as officer-in-charge of a work shift; conducts shift briefings; relays and explains directives and information; assists supervisor in evaluating and rating the performance of lower ranking officers; refers grievances, discipline problems and leave requests to supervisor.

Maintains lists of other agencies and of media for notification purposes; notifies other agencies and media as appropriate.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a regular and permanent employee in the class of Fire Communications Officer with at least three (3) years in that class immediately preceding the closing date for application to the board.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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